

Notice of Intent to Operate an Organized Camp

As required pursuant to California Code of Regulations (CCR) Sections 30703 and 30704 this letter notifies the Department of Environmental Health of the intent to operate an organized camp within 30 days as listed below.

Name of Camp	
Camp Address	
Camp Owner	
Camp Director	

Camp Operation Dates: *Use separate form(s) – include site operators (user groups, if applicable)*

As required per CCR Sections 30704 and 30751 the following attached documentation is submitted for review:

- A written statement by the Director that he/she has reviewed the criminal history record check and voluntary disclosure statement for all applicable individuals
- Documentation of the criminal history record check of the Director
- Notification the camp is American Camp Association (ACA) accredited. If the camp is not ACA accredited, you must submit operating procedures that describe the program of organized and supervised activities of the camp in the following areas:
 - ◆ Supervisor qualifications and training
 - ◆ Safety procedures
 - ◆ Staff skill verification criteria and process
 - ◆ Emergency procedures specific to location
 - ◆ Staff-to-participant supervision ratios
 - ◆ Environmental hazards access and equipment control
 - ◆ Equipment needed
 - ◆ Equipment and maintenance repair

The following documentation is on-site and available by the camp permittee or camp operator (user group):

- Site plan with layout of camp structures (Section 30720)
- Healthcare Plan (Section 30750)
- Designated Health Supervisor certification(s) (Section 30700)
- On-call physician name and phone number (Section 30750)
- Counselor's first aid and CPR certifications (Section 30751)
- Written emergency procedures (Section 30753)
- Site specific plan, including evacuation site map (Section 30753)
- Food Manager Safety Certification(s) and Food Handler Cards (Section 30730)
- Lifeguard certification(s) (Section 30741)
- Vector Control Plan (Section 30736)
- Lake, stream or river use plan (Section 30741)
- Adventure course(s) annual inspection (Section 30704)
- Bacteriological test results for pond/lake water if used for water activities (17 CCR§7958)
- Evidence well water complies with CA Safe Drinking Water Act (bacteriological water test results within last 3 months) (Section 30710)

Camp Owner- PRINT NAME	Camp Owner- SIGNATURE	E-MAIL ADDRESS	Date

SUBMIT TO: 800 S. SANDERSON AVE., SUITE 200, HEMET, CA 92545
 Contact (951) 766-2824 with questions or concerns or visit – www.rivcoeh.org